

~~SECRET~~

13 APR 1964

DD/S&T-1237-6

MEMORANDUM FOR: Executive Officer, OGA
Executive Officer, OSI
Chief of Staff, OEL
Administrative Officer, OED
Executive Officer, PRAC

SUBJECT : Office Telephone Directories

1. All telephone directories for DD/S&T Offices in use by the DD/S&T headquarters are outdated and employ no consistent format.

2. Accordingly, we would appreciate receiving from you, by 30 April, an up-to-date telephone directory for your office, modeled along the lines of the attachment. This format, in use by the Office of Special Activities, has the advantage of providing a highly usable organization chart as well as telephone directory for all personnel employed by each component.

3. If you have any questions concerning the request, please contact Chief, Action Staff, Room 3 B 30, Ext. 4248.

SIGNED

25X1A9a

A/EO/DO/S&T

Attachment:
As stated

Distribution:

Orig & 4 - Addressees
1 - DD/S&T EO Chrono 25X1A9a
1 - [REDACTED] Chrono
1 - DD/S&T Subj
1 - DD/S&T Chrono

O/DD/S&T [REDACTED] 4248:jbs (13 Apr 64)

25X1A9a

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GROUP 1
Excluded from automatic
downgrading and
declassification

30 April 1964

Office of _____
Deputy Director (Science and Technology)

<u>Organizational Element</u> (1)	<u>Title</u>	<u>Room Number</u>	<u>Extension</u>	<u>Red</u>	<u>Outside</u> <u>(Sterile)</u>
Name -----	-----	XXXX	XXXX/XXXX	XXXX	XXXX-XXXX

(1) Start with the Office of the Assistant Director (to include DAD's, Special Assistants, and Secretarial Staff, where applicable). Next, list the Staffs attached to the headquarters component, the Divisions, Division Staffs, Branches and Sections, where applicable and where specific organizational titles exist. All personnel assigned to the Office should appear on the listings.

(2) Use 8x10 1/2 inch paper.

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